



DELAWARE JUDICIARY ADMINISTRATIVE OFFICE OF THE COURTS

Non-Merit Position

(This position is exempt from the State of Delaware Merit Rules)

Posting #AOC0402N18 OPERATIONS POLICY COORDINATOR

Opening Date: April 23, 2018 **Closing Date:** May 11, 2018

Salary: \$51,242 - \$64,053 per year (Minimum - Midpoint) Pay Grade 17*

Recruiting For: Administrative Office of the Courts

Location: City of Wilmington- (Please check this location on your application)

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: This employee serves as the building manager for, and is responsible for the daily operation of, the Leonard L. Williams Justice Center (formally the New Castle County Courthouse) budgets relating to the building security, safety and operations, as well as other designated judicial facilities which the Administrative Office of the Courts (AOC) supports. This employee also serves as an advisor and member of the Leonard L. Williams Justice Center Operations Policy Committee and the Operations Security Committee recording and documenting the activities of the committees, and is responsible for the development and implementation of adopted policies and procedures for the Leonard L. Williams Justice Center and the Judicial Branch statewide. Other duties include the coordination, design and development of needed and future Judicial Branch office space and other court supported agencies. This employee also supervises other staff and performs and oversees other AOC activities.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified." Resumes may not be substituted for the application.

1. Experience in program administration such as overseeing and directing the development, implementation, and evaluation of programs and services; planning and establishing short and long range program goals and objectives. Providing advice to other agency organizational units through consultation.

2. Experience in project management which includes planning, developing, implementing, managing, and evaluating projects to ensure objectives are met.
3. Experience in developing solutions and providing recommendations, guidance, and direction to management/officials in accomplishing organizational and operational goals and objectives and identifying and resolving issues.
4. Experience in managing a large fiscal budget and overseeing new and existing operational/maintenance contracts.
5. Experience in interpreting laws, rules, regulations, standards, policies, and procedures.
6. Experience in developing policies or procedures.
7. Knowledge of staff supervision which includes planning, assigning, reviewing, and evaluating the work of others.
8. Ability to communicate courteously and effectively, both verbally and in writing.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the website at <http://ben.omb.delaware.gov/>.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft® Word or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.aoc@state.de.us (preferred method)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:
Administrative Office of the Courts
The Renaissance Centre
405 N. King Street, Suite 507
Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The Delaware Judiciary
An Equal Opportunity and Affirmative Action Employer